

**Early Intervention Training Center
Competency Education Credit (CEC) Application**

INSTRUCTIONS FOR ORGANIZATIONS

1. General Information:

Educational offerings eligible for CECs must:

- Include content that reflects one or more Massachusetts Early Intervention specialist competencies
- Be based on the core values of the Massachusetts Early Intervention system which include respect, family centeredness, individualization, community, lifelong learning, and team collaboration.

Note: There is no fee associated with this application process.

2. Professional Development Opportunities that are Eligible for CECs:

Organizations may apply for CECs for the following types of training:

- **Single Workshop Educational offerings** in which two or more participants meet with one or more instructors in a single session, or in a series of individual or group learning experiences. Examples include program in-services, new employee orientation series, and topical mentorships.
- **Conferences** in which a variety of workshops is offered within a specific time period. Typically, multiple instructors contribute to the training in a conference. Examples include the annual conference of a professional organization; the conference of the Massachusetts Early Intervention Consortium and the Great Beginnings conference. **Conferences with more than 5 workshops should allow additional time for the review process. Contact the EI Training Center to workout an appropriate timeline.**
- **Distance Learning** in which the majority of the participant's work is done independently with little or no face-to-face contact with the instructor or fellow participants. To be considered eligible for competencies the workshop's sponsoring organization/institution must require participants to set up an individual account with the organization and to pre-register for enrollment. Examples include training presented through on-line training modules, webinars, video conferences, etc.

CECs are not assigned for:

- Credit-bearing programs, either secondary or higher education;
- High school equivalency courses;
- Program staff or committee meetings;
- Regular supervision with supervisor.

3. Application Requirements and Process:

- A. Complete the CEC application in its entirety. Include specific evidence regarding the requested competency indicators and indicate where it can be found in the materials provided. In case of a joint sponsorship, one prime contact must be identified as the applicant and the point of contact in the application process.
- B. Upon receipt of the completed application package, the CEC Review Panel will review the materials for consideration of CEC assignment. The Review Panel may request additional information before making a determination.
- C. The initial CEC assignment for each educational offering is valid for a three-year period. During the three-year period a CEC-assigned offering may be repeated as many times as desired.
- D. CEC-assigned offerings require a new review at the end of three years. Please submit a new application that includes any changes in content, competency indicators, presenters, or materials.

4. Applicant Post-Approval Responsibilities:

- A. The applicant is responsible for facilities and logistics that are conducive to learning and accessible to individuals with disabilities.
- B. Successful applicants who present a CEC-assigned offering are responsible for maintaining records that include:
 - name, address, program and phone number of each participant, so that the applicant can distribute certificates created by and sent from EITC;
 - accurate attendance lists for each session;
 - written evaluations of the CEC-assigned offering. Applicants may design and use their own evaluation forms;
 - a copy of the CEC approval letter;
 - the **CEC approval number** that is located on the approval letter; this number must be referenced in all subsequent communications.
- C. Records of CECs are maintained at EITC. However, the applicant must inform participants in writing that:
 - participants are solely responsible for maintaining a record of their certificate(s) and their acquired CECs.
 - participants are solely responsible for submitting certificates as proof of their CECs to any agency, organization or institution if they wish the CECs to be credited toward job requirements, Early Intervention Specialist or Program Director certification, accreditation, career advancement or professional development.
- D. Applicants sponsoring CEC-approved offerings must maintain control of all program elements to assure that objectives and criteria are met.
- E. Repeat offerings do not need a new application during the 3-year approval period.

5. Additional Guidelines:

A. CEC Approval Number

Upon assignment of competencies, each educational offering is granted a unique CEC number which is located on the approval letter. This CEC approval number should be referenced each time the applicant communicates with EITC regarding the approved educational offering.

B. Advertising CEC assignment

Applicants may advertise an educational offering as having CECs assigned only AFTER assignment has been granted by the EITC. If an applicant has not yet been notified of the outcome of the review, a statement to that effect must be included when advertising the offering. (Please use a statement such as the following example : "*Application submitted to Early Intervention Training Center for Competency Education Credit assignment.*")

C. To receive Certificates of Completion issued by EITC, organizations must provide

- CEC Approval number
- The title and date of the training
- The contact person to send the certificates to
- Location of the training
- Sign-in sheet with list of participants (typed or clearly printed).
- Summary of evaluations

D. Changes in CEC-approved offerings

- Change in training content signifies a new, different workshop, and the applicant must submit a new application for CEC assignment.
- For changes in instructor, the Applicant must notify the EITC in writing, PRIOR to the offering, with new resume(s) or Instructor Profile Form for approval of changes.

7. Training Hours and Number of Competency Indicators Addressed:

The requirements for instructional time are as follows: a **minimum** of 1.5 hours is required for a single competency indicator. Multiple indicators can be addressed in the same training, with the requirement of a minimum of 1 hour per competency indicator, as indicated in the chart below:

<u>Length of Workshop</u>	<u># of Competencies</u>
Less than 1.5 hours	0
1.5 hours	1
2 hours	2
3 hours	3
4 hours	4
Etc.	

6. Application Timelines:

Application Process Timelines	A panel of parents, Early Intervention specialists or administrators, and Early Intervention Training Center staff review s applications on the following schedule:
Application Deadline:	Notification of Assignment on or about:
February 1	March 1
April 1	May 1
June 1	July 1
August 1	September 1
October 1	November 1
December 1	January 5

Note: Conferences with more than 5 workshops should allow additional time for the review process. Contact the EI Training Center to workout an appropriate timeline.

8. To apply:

Please send your complete application package, including one original and three copies of all application materials to:

Mary Beth Curley
MA Department of Public Health
250 Washington Street, 5th floor
Boston 02108

617-994-9809

*** Please note that there is no fee associated with this application process.**